

FRESNO/KINGS/MADERA
EMERGENCY MEDICAL SERVICES

HEALTH SERVICES AGENCY
POLICIES AND PROCEDURES

Manual	Emergency Medical Services Administrative Policies and Procedures	Policy Number 701 Page 1 of 3
Subject	EMS Personnel Continuing Education Credit Programs	
References		Effective 01/01/82

I. POLICY

In order for the EMS Agency to approve any program for continuing education, the following information is necessary:

- A. In order to receive approval prior to the presentation, a completed Lecture Approval Form should be submitted to the EMS Agency no later than five (5) working days before the scheduled event.
- B. If you also wish to have the event placed on the monthly Continuing Education Calendar which is sent to all providers and EMS personnel, you should submit the Lecture Approval Forms no later than the third Monday of the preceding month (i.e., for programs to be presented in December, the forms should be received by November 17).
- C. If you also wish to offer California BRN Credit and have it noted on the C.E. Calendar, please indicate that in writing to us, including the Provider Number you will use for BRN Credit. Questions regarding BRN used (i.e., if Fresno Community Hospital's Provider Number is being used, questions should be directed to Staff Education at that facility).
- D. If an evaluation mechanism is being provided, please include the evaluation materials with the Lecture Approval Forms (i.e., pre-tests, post-tests, etc.).
- E. When the EMS Agency has reviewed the program and materials submitted, the appropriate C.E. units will be assigned, the programs will be advertised in the monthly Continuing Education Calendar, and the Lecture Approval Form will be returned to you with an Attendance Roster.
- F. If for any reason a program is not approved for EMS Continuing Education Credit, the attached form will accompany the original request, and the request will be returned to you.
- G. Once the C.E. offering is completed, a clear and legible copy of the attendance roster shall be filed with the EMS Agency.

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Approved By EMS Division Manager	Signatures on File at EMS	Revision 02/01/97
Fresno County EMS Medical Director	Signatures on File at EMS	
Kings and Madera Counties EMS Medical Director	Signatures on File at EMS	

**EMERGENCY MEDICAL SERVICES AGENCY
CONTINUING EDUCATION CREDIT
PROGRAM APPROVAL APPLICATION**

Please fill out completely. Include and attach any information on the course (ads, brochures, course application, etc.). If printed information is not available, please complete reverse side of this form. Return this form to the Fresno/Kings/Madera EMS Agency no later than five working days before course date. Applications filed after the course has begun may not be approved for credit.

Title of Course: _____

Institution or Instructor: _____

Location of Course: _____

Date of Course: _____

Course Hours: _____

BRN Approved: Yes ☐ No ☐

C.E. Credit Applying For: Cat. I ☐ Cat. 2 ☐ Cat. 3 ☐

C.E. Credit Hours Applying For: _____

Name of Applicant: _____ Date: _____

Title: Paramedic ☐ MICN ☐ EMS Dispatcher ☐

Agency Affiliated: _____

DO NOT WRITE BELOW

EMS Agency: Approved ☐ Number of Hours _____
 Not Approved ☐ Category _____

Comments: _____

EMS Administrator: _____ Date: _____

Asst. EMS Medical Director: _____ Date: _____

SUPPLEMENTAL APPLICATION FORM

TITLE:

TIME:

COURSE DESCRIPTION:

OBJECTIVES:

OUTLINE: (Attach Outline)